



EPIC-POL-045 EPIC code of conduct

Version: 1 Approved 20 October 2021

Introduction

The EPIC Code of Conduct outlines our expectations regarding employee behaviour toward colleagues, managers and the overall organisation.

Directors, employees and volunteers have a responsibility to foster a well organised, respectful and collaborative environment.

Employees are accountable for ensuring that their behaviours openly and honestly reflect the values and philosophy of the organisation and to avoid offending and disrupting our workplace.

Employees are bound by their employment contract to follow our code of conduct while performing their duties.

Applicability

When

- applies across all sites including other locations where supports and services are being provided.

Who

- applies to all representatives including key management personnel, directors, full time workers, part time workers, casual workers, contractors, volunteers.

Components of our Code of Conduct

1. We will comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible.
2. We will uphold the rights of individuals and demonstrate respect in everything that we do. We expect employees to follow the EPIC-POL-008 Participant rights policy.
3. We promote freedom of expression and encourage open communication. We expect employees to be friendly and collaborative and be open for communication with their colleagues.
4. We will not allow any form of discriminatory behaviour, harassment or victimization. We expect employees to conform with our EPIC-POL-003 Bullying harassment and discrimination policy and EPIC-POL-007 Diversity and inclusion policy.
5. We will treat company property, material and intangible with respect and care. We expect employees to use company equipment properly and respect incorporeal property (including intellectual property and sensitive information).
6. All employees must show integrity and professionalism in the workplace. We expect employees to follow our dresscode and personal appearance guidelines.
7. We discourage employees from accepting gifts from clients. We expect employees to follow our Conflict of interest Policy.
8. All employees will fulfil their duties with integrity and respect towards clients and participants, stakeholders and the community. We expect employees to follow our EPIC-POL-006 Dignity of risk policy and our EPIC-POL-008 Participant rights policy.
9. Our managers and supervisors will not abuse their position of authority. We expect that they will delegate to their team members based on their level of competency and workload. We expect team members to follow instructions and complete their duties with skill and in a timely manner.
10. We are flexible in terms of standard working hours and days. We expect employees to be punctual when coming to and leaving work.
11. We expect employees to avoid personal, financial or other conflicts of interest that may hinder their capability to perform their duties. We expect employees to follow our EPIC-POL-014 Conflict of interest policy.
12. All employees are expected to read and follow the organisation's policies and processes.

Other policies relevant to this policy

EPIC-POL-003 Bullying harassment and discrimination EPIC-POL-007 Diversity and inclusion

EPIC-POL-006 Dignity of risk

EPIC-POL-017 Duty of Care

EPIC-POL-014 Conflict of interest

EPIC-POL-008 Participant rights

EPIC-POL-022 NDIS Code of Conduct

Misconduct

Misconduct refers to decision, actions or behaviours that contravene this Code of Conduct and includes, but is not limited to:

- dishonesty
- being under the influence of alcohol or illegal drugs whilst working
- being in possession of having control of illegal drugs/drug taking implements whilst working
- willful, harmful or negligent behaviour that contravenes our Code of Conduct or the employee's employment contract breach of confidentiality and disclosure of confidential and/or privileged information without consent
- breach of duty of care to client and participants
- the use of disparaging comments about the organisation, the Board, colleagues, clients and participants and other stakeholders
- any conduct likely to bring the organisation, individuals or other stakeholders into a state of disrepute

Disciplinary action

We may take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary action will vary depending on the violation.

Possible consequences

- include: demotion
- reprimand
- suspension
- termination for serious offences.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.